

Clerk & Recorder - Elections

Activity Overview

The Gallatin County Election Office is part of the Clerk and Recorder's Office in the General Fund, and is under the supervision of the Clerk & Recorder/ Surveyor. The Office does not generate a significant amount of non-tax revenue.

The Election Office is responsible for elections held within the county. The staff maintains the voter registration database and election management software, and holds elections required by federal, state, and county government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also conducts elections for the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone, and various special districts including fire, water/sewer, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act as the Election Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

Activity Goals

- Successfully complete 2008 Federal General Election and the Bozeman and Belgrade School mail ballot elections.
 - Continuing to improve Polling Place Accessibility
 - Handle filings and elections for:
 - 14 Rural Fire Districts
 - 11 Water & Sewer Districts
 - 1 Resort District; and,
 - Any special elections that may arise
 - Become a pilot county for Montana Statewide mail ballot.
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Recent Accomplishments

- Completed the countywide federal primary election.
- Completed successfully 9 special district mail ballot elections and 4 polling place elections.
- Train 300+ Election Judges
- Developed and implemented processes for late registration on Election Day.
- Mailed approximately 11,000 NVRA confirmation cards streamline our voter database
- Improved accessibility to 9 polling places.
- Received authorization to use county employees from various departments decreasing the need to hire additional temporary election judges.

GENERAL GOVERNMENT

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Activity Budget

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 134,720	\$ 147,388	\$ 137,292	\$ 148,796	\$ 152,229	\$ 152,308
Operations	179,287	227,615	236,857	236,558	236,558	236,558
Debt Service	-	-	-	-	-	-
Capital Outlay	145,377	149,892	2,167	177,506	115,035	115,035
Transfers Out	-	-	-	-	-	-
Total	\$ 459,384	\$ 524,895	\$ 376,316	\$ 562,860	\$ 503,822	\$ 503,901

Budget by Fund Group

General Fund	\$ 459,384	\$ 524,895	\$ 376,316	\$ 562,860	\$ 503,822	\$ 503,901
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 459,384	\$ 524,895	\$ 376,316	\$ 562,860	\$ 503,822	\$ 503,901

Funding Sources

Tax Revenues	\$ 102,195	\$ 148,392	\$ 146,908	\$ 137,204	\$ 137,204	\$ 148,392
Non-Tax Revenues	211,813	182,368	157,368	179,355	179,355	182,368
Cash Reappropriated	145,377	194,136	2,167	246,301	187,263	173,142
Total	\$ 459,384	\$ 524,895	\$ 306,442	\$ 562,860	\$ 503,822	\$ 503,901

Activity Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Supervisor	1.00
2	Full-Time	Support Staff	2.00

Total Program FTE 3.00

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2009 Budget Highlights

Personnel

- Includes approval of temporary employees for elections

Operations

- Increase in operations for state mandated requirements for polling place accessibility and mail ballot elections. Programming costs, maintenance costs associated with new system.

Capital

- HVAC contingency - \$115,035

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder - Election department is striving to fulfill those goals.

Exceptional Customer Service

- Accurate Election information easily accessible to the public.
- Respond to inquiries in a customer friendly manner.

Be Model for Excellence in Government

- Timely response to election queries.
- Retain the integrity of the election process

Improve Communications

- Interdepartmental Communication.
- Improve access to public information (information on website and media blitz)

To be the Employer of Choice

- A pleasant, respectful work environment.
- Retain current staff.

GENERAL GOVERNMENT

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WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators Indicator	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Number of voter applications processed	3,173	9,500	12,000	15,000
2 . Number of confirmation cards issued to voters	14,000	10,500	17,000	15,000
3 . Trained election judges	285	0	325	0
4 . Number of ballots mailed	45,095	30,731	83,589	70,000
5 . Number of signatures verified	25,048	29,327	39,808	35,000
6 . Conduct successful elections	4	8	14	9

Performance Measures Measure	Actual FY 2006	Actual FY 2007	Estimated FY 2008	Projected FY 2009
1 . Percentage of voter registration applications processed within 60 days	N/A	N/A	100%	100%
2 . Percent of confirmation cards mailed weekly	85%	90%	100%	100%
3 . Results complied from Election Judge Post Election Survey	-	0%	100%	100%
4 . Percent of Absentee ballots mailed by required deadline	100%	100%	100%	100%
5 . Percent of Mail ballots mailed by required deadline	100%	100%	100%	100%
6a . Meet certification deadlines	100%	100%	100%	100%
6b . Meet notification deadlines	100%	100%	100%	100%
6c . Meet counting / canvass deadlines	100%	100%	100%	100%

Comments